SECTION 10. RANDOM SURVEY FUNCTION

10.1 Random Survey Function.

       a.   The Random Survey Function is used primarily by the Contracting Officer Representative (COR) to administer food service contracts. It determines the location of required random inspections (surveys) by dining facility for the COR to develop the monthly sampling inspection plan. This function can also be used by the IFA for military food service operations once the population (lot size) is determined. The COR must use the information listed on the Performance Requirements Schedule (PRS) of the contract and MIL-STD-105E (Sampling Procedures and Tables for Inspection by Attributes) to generate a random inspection schedule for each type service. This function contains three subfunctions and two exit options:

       (1)   Add/Update Contract Data (para 10.2).

       (2)   Add/Update Dining Facility Closed Dates (para 10.3).

       (3)   Print Random Surveillance Schedule (para 10.4).

       (4)   Exit the Random Survey Menu and return to the IFA Options Menu or system login screen.

       b.   Select option F from the IFA Options Menu (fig. 10.1-1) to review the subfunctions in Random Survey.

```
IFA OPTIONS:  A  B  C  D  E  F  X
Contract Random Survey

DATE:  15 Aug 95       INSTALLATION FOOD ADVISOR COMMAND MENU        AJK-161
--------------------------------------- Press F8 for Help -------------

             OPTION CODE   RING MENU SELECTION OPTIONS

                 A         MANAGEMENT INFORMATION REPORTS

                 B         MANAGEMENT INFORMATION INQUIRIES

                 C          INSTALLATION FILE MAINTENANCE

                 D         DATA CONVERSION

                 E         EQUIPEMENT REPLACEMENT PROCESS

                 F         RANDOM SURVEY PROCESS

                 X          SIGN OFF IFA SUBSYSTEM
   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.1-1. Random Survey Menu Selection.

c.   The Random Survey Menu (fig. 10.1-2) is displayed.

```
RANDOM SURVEY MENU:  A B C R X
Enter contract dataodes

DATE:  15 Aug 95              RANDOM SURVEY MENU                    AJK-199

-------------------------------------------- Press F8 for Help -------------

             OPTION CODE   RING MENU SELECTION OPTIONS

                  A        ADD / UPDATE CONTRACT DATA

                  B        ADD / UPDATE DINING FACILITY CLOSED DATES

                  C        PRINT RANDOM SURVEILLANCE SCHEDULE

                  R        RETURN TO IFA MENU

                  X        EXIT FROM IFA PROCESSING

   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.1-2. Random Survey Menu.

10.2 Add/Update Contract Data Subfunction. Use this subfunction to add or update the dining facility, contract number, and type of service provided.

10.2.1 Processing Restrictions. The dining facility you enter must be on the Customer Information File (CIF) before you can use it in this subfunction.

10.2.2 Processing Materials. For more information, use the following materials:

a.   Dining Facility Contract(s). From the contract, the COR can obtain the contract number and service types. Some installations may have more than one contract.

b.   Sampling Procedures and Tables for Inspection by Attributes, MIL-STD-105E.

10.2.3 Add/Update Contract Data Screen AJK-209. To add or update contract data, select A from the Random Survey Menu. The Add/Update Contract Data Screen (fig. 10.2-1) is displayed. The cursor is positioned in the CONTRACT NUMBER field. This is a standard number consisting of 13 alphanumeric characters divided into 4 separate fields on the screen.

```
DATE:  15 Aug 95          ADD / UPDATE CONTRACT DATA                  AJK-209

CONTRACT NUMBER:  DABT60  -  92  -  D  -  0044
TYPE OF SERVICE:  F


(This process updates the dining facility contract files.  Please provide the
 above information about the contract you wish to add or change.)

TYPE OF SERVICE CODES:             F - Full food service

                                   D - Dining facility attendant service

                                   M - Management and food production service




PRESS <DELETE> TO INTERRUPT PROCESSING

Enter the type of service code
```

Figure 10.2-1. Add/Update Contract Data Screen (AJK-209).

 a. Enter a six-position contract number and the cursor moves to the FISCAL YEAR field.

 b. Enter a two-digit fiscal year and the cursor moves to the INSTRUMENT CODE field.

 c. Enter a one-position contract instrument code, and the cursor moves to the SERIAL NUMBER field.

 d. Enter a four-digit serial number and press [ENTER]. The cursor moves to the TYPE OF SERVICE CODE field.

 e. Enter a service code from the screen display and press [ESC]. The Add/Update Contract Data Screen AJK-206 is displayed for the type service you select. The cursor is positioned in the ACTIVITY CODE field.

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1 July 2001

f.   To interrupt processing, press [DELETE]. The Random Survey Menu is displayed.

<u>10.2.4 Add/Update Contract Data Screen AJK-206 - Add Option</u>. Use this screen (fig. 10.2-2) to add dining facilities for the contract number and type service you enter on Screen AJK-209.

```
DATE:  15 Aug 95                                               AJK-206
                      ADD / UPDATE CONTRACT DATA
              FOR CONTRACT NUMBER  DABT60 - 92 - D - 0044
                         (FULL FOOD SERVICE)

  ACTIVITY
   CODE          DINING FACILITY NAME
                                       F1 Key add a dining facility
   P3700       266TH QM BN ACTIVE ARMY  F2 Key delete a dining facility
   Û                                       Delete a blank line
                                       F3 Key advance to next page
                                       F4 Key return to previous page
                                       <ESC> Key Update Database
                                       <DEL> Key interrupt processing

                                       Use Arrow & ENTER keys to
                                       move between fields and rows




Enter dining facility activity code and press ENTER
```

Figure 10.2-2. Add/Update Contract Data Screen (AJK-206)- ADD.

   a.   Enter an activity code and press [ENTER]. The dining facility name is displayed. Then, the cursor moves to the next field.

   b.   Repeat step a. until all facilities for this type of service are added.

   c.   To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 10.2.6 for processing instructions.

   d.   When you finish your entries, press [ESC]. The Add/Update Contract Data Screen AJK-209 is displayed. You can update the same contract number or enter a new one.

   e.   To exit this screen, press [DELETE]. The Random Survey Menu is displayed.

10-4

10.2.5 Add/Update Contract Data Screen AJK-206 - Update Option. When dining facility activity codes are on file for the contract number and type service you enter on Screen AJK-209, they are displayed on this screen (fig. 10.2-3). Up to nine activity codes and names can be displayed at a time. The cursor is positioned in the ACTIVITY CODE field for the first dining facility.

```
3ATE:  15 Aug 95                                                    AJK-206
                        ADD / UPDATE CONTRACT DATA
                 FOR CONTRACT NUMBER  DABT60 - 94 - F - 2222
                         (FULL FOOD SERVICE)

  ACTIVITY
    CODE           DINING FACILITY NAME
                                           F1 Key add a dining facility
    P3700        266TH QM BN ACTIVE ARMY    F2 Key delete a dining facility
    P3702        253D QM BN ACTIVE ARMY       Delete a blank line
    P9030        202D MEDICAL BN            F3 Key advance to next page
    P4200        HQ TRAINING BDE            F4 Key return to previous page
    Û                                       <ESC> Key Update Database
                                           <DEL> Key interrupt processing

                                           Use Arrow & ENTER keys to
                                           move between fields and rows




Enter dining facility activity code and press ENTER
```

Figure 10.2-3. Add/Update Contract Data Screen (AJK-206)- UPDATE.

    a.   Use the following keys to review and change your entries.

        (1)   To review the list by line, use the [ENTER] or ARROW keys to scroll forward and back.

        (2)   To view more facilities, use the [F3] key to page forward and [F4] to page back.

        (3)   To add another activity, press [F1] to open a space on the screen. Enter an activity code and press [ENTER]. The dining facility name is displayed.

        (4)   To delete an activity, move the cursor to that activity and press [F2]. That activity is deleted and the next one is displayed.

    b.   When you finish your entries, press [ESC]. The Add/Update Contract Data Screen AJK-209 is displayed.

 c.   To exit this screen, press [DELETE]. The Random Survey Menu is displayed.

10.2.6 Interrupt Ring Menu. When you press [DELETE] on Screen AJK-206, this ring menu
(fig. 10.2-4) is displayed. Use it to continue processing, start over, return to the Random Survey
Menu, or exit processing

```
INTERRUPT MENU:    A  B  R  X
Continue processing
```

Figure 10.2-4. Interrupt Ring Menu.

 a.   Select A to continue processing and the cursor moves back to the last data entry field
you complete.

 b.   Select B to start over and the first data entry screen you are working in is displayed.

 c.   Select R and the Random Survey Menu is displayed.

 d.   Select X and the system login screen is displayed.

10.2.7 Outputs. No reports are printed during this process.

10.3 Add/Update Dining Facility Closed Dates Subfunction.

 a.   Use this subfunction to select dining facility closures for the month (current or next).
This subfunction contains two processes and two exit options.

 (1)   Current Month (para 10.3.1).

 (2)   Next Month (See note on page 10-8).

 (3)   Exit the Dining Facility Closed Dates - Month Selection Menu and return to the
Random Survey Menu or system login screen.

b.   To access the Dining Facility Closed Dates - Month Selection Menu from the IFA Options Menu, select the options in figure 10.3-1.
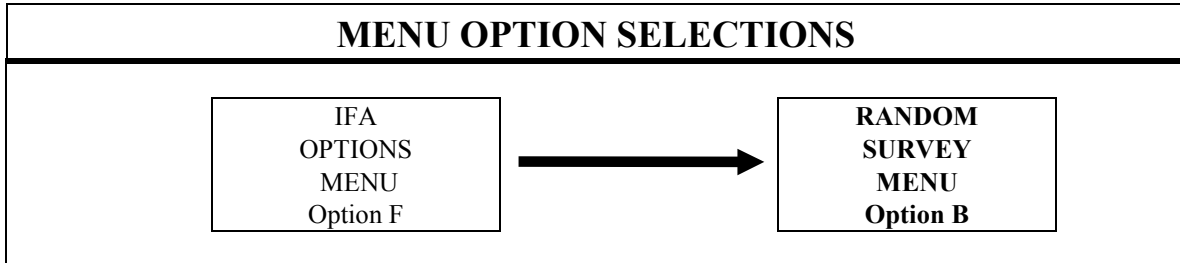
MENU OPTION SELECTIONS

```
┌─────────────┐                    ┌─────────────┐
│     IFA     │                    │   RANDOM    │
│   OPTIONS   │   ───────────▶     │   SURVEY    │
│    MENU     │                    │    MENU     │
│   Option F  │                    │   Option B  │
└─────────────┘                    └─────────────┘
```

Figure 10.3-1. Dining Facility Closed Dates - Month Selection Menu Selection.

c.   The Dining Facility Closed Dates - Month Selection Menu (fig. 10.3-2) is displayed.

```
DINING FACILITY CLOSED DATES MONTH SELECTION MENU:  A B C R X
Enter closed dates for current month

DATE:  15 Aug 95           DINING FACILITY CLOSED DATES              AJK-204
                              MONTH SELECTION MENU

--------------------------------------------- Press F8 for Help -------------

            OPTION CODE   RING MENU SELECTION OPTIONS

                 A           CURRENT MONTH

                 B           NEXT MONTH

                 R           RETURN TO RANDOM SURVEY MENU

                 X           EXIT FROM IFA PROCESSING



   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.3-2. Dining Facility Closed Dates - Month Selection Menu.

NOTE: Processing steps and screens are the same for options A and B. Paragraphs 10.3.1 thru 10.3.7 cover the processing steps for both. Figures 10.3-3 thru 10.3-6 are examples for option A. To process closing dates for next month, select B from the menu.

10.3.1 Current Month Process. Use this process to select the days of the month each dining facility will be closed. To select a valid closure date, the dining facility must not be scheduled to provide meal service on that day. If the dining facility is scheduled to provide service for one meal period, it is considered open for that day. This information is used in calculating the lot size stated in your contract on the PRS. The PRS defines lot size as "the total number of operational days for all facilities each month."

NOTE: Dining facility closures will reduce the lot size and may affect the number of required inspections for the evaluation month.

10.3.2 Processing Restrictions. The current month's schedule includes entries from tomorrow's date until the end of the month. Because of this, it is not necessary to change closing dates for the current date or earlier.

10.3.3 Processing Materials.   If available, the dining facility closing date schedule for this month and next.

10.3.4 Add/Update Dining Facility Closed Dates for Month of _____ Screen AJK-205. To begin selecting or updating closing dates for the current month, select A from the Dining Facility Closed Dates - Month Selection Menu. The Add/Update Dining Facility Closed Dates for the Month of _____ Screen (fig. 10.3-3) is displayed. The cursor is positioned in the ACTIVITY CODE field.

```
DATE:  15 Aug 95                                                    AJK-205
                   ADD / UPDATE DINING FACILITY CLOSED DATES
                            FOR MONTH OF  AUG


ACTIVITY CODE:  P3700Û


 (This process updates the dining facility schedule of closings.  Please enter
  the activity code of the dining facility for which you wish to enter closed
  dates.)





PRESS <DELETE> TO INTERRUPT PROCESSING.
```

Figure 10.3-3. Add/Update Dining Facility Closed Dates for the Month of ____ Screen (AJK-205) - CURRENT MONTH.

     a.   Enter the activity code and press [ESC]. The Dining Facility Closed Dates During the Month of _____ Screen AJK-210 (fig.10.3-4) is displayed.

<div align="center">OR</div>

     b.   Press [DELETE] to end processing. The Dining Facility Closed Dates - Month Selection Menu is displayed.

10.3.5 Dining Facility Closed Dates During The Month of _____ Screen AJK-210. Use this screen (10.3-4) to select only scheduled closure dates (for this month or next) in each dining facility. Remember, if the dining facility is open for one or more meal periods per day **DO NOT** select it for closure. The cursor is positioned next to the first day of the month. When you select days earlier than the current date, they are not used in calculating the lot size.

```
DATE:  15 Aug 95        DINING FACILITY CLOSED DATES              AJK-210
                     FOR  266TH QM BN ACTIVE ARMY
                       DURING THE MONTH OF  AUG

 SUN         MON         TUE         WED         THUR        FRI         SAT
                         1           2           3           4    X      5    X

 6    X      7           8           9           10          11          12

 13         14          15          16          17          18   X      19   X

 20   X     21          22          23          24          25          26

 27         28          29          30          31


ENTER 'X' NEXT TO DATES WHEN THE DINING FACILITY WILL BE CLOSED.


PRESS <ESC> WHEN FINISHED.  <DELETE> TO INTERRUPT PROCESSING.
```

Figure 10.3-4.Dining Facility Closed Dates for the Month of _____ Screen (AJK-210).

a.   Selecting Closed Dates. Use the [ENTER] or ARROW keys to move the cursor to the day you want. To select that day, enter X and the cursor moves to the next day of the month. NOTE: When you enter X to choose a Saturday closing, you must press [ENTER] to move the cursor to the next field.

b.   Repeat step a. until you finish selecting all closing dates.

c.   When you finish your entries, press [ESC]. The following messages are displayed: **NEW CLOSED DATES HAVE BEEN ADDED. PRESS ENTER TO CONTINUE.**

d.   Press [ENTER] and the Add/Update Dining Facility Closed Dates For Month of __ Screen AJK-205 is displayed.

e.   Changing Closed Dates. To select another day, move the cursor to that day and enter X.

f.   To delete a day previously selected, move the cursor to that day and press the [SPACE BAR]. The X is deleted.

g.   When you finish making changes, press [ESC]. The following messages are displayed: **CLOSED DATES HAVE BEEN MODIFIED. PRESS ENTER TO CONTINUE.**

h.   Press [ENTER] and the Add/Update Dining Facility Closed Dates for Month of __ Screen AJK-205 is displayed.

i.   To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 10.3.6 for processing instructions.

10.3.6 Interrupt Ring Menu. When you press [DELETE] on Screen AJK-210, this ring menu (fig. 10.3-5) is displayed. Use it to continue processing, start over, return to the Add/Update Dining Facility Closed Dates for Month of _____ Screen AJK-205, or exit processing.

```
INTERRUPT MENU:    A  B  R  X
Continue Processing
```

Figure 10.3-5. Interrupt Ring Menu.

     a.   Select A to continue processing and the cursor moves back to the last data entry field you complete.

     b.   Select B to start over and the first data entry screen you are working in is displayed.

    c.   Select R and the Add/Update Dining Facility Closed Dates For Month of ＿＿ Screen AJK-205 is displayed.

    d.   Select X and the system login screen is displayed.

10.3.7 Outputs. No reports are produced during this process.

10.4 Print Random Surveillance Schedule Subfunction.

    a.   Use this subfunction to print a random surveillance schedule. The schedule contains the contract number(s) and type(s) of service scheduled for inspection by dining facility and day. Random surveillance inspections (surveys) must be conducted based on the schedule you print. This subfunction contains two processes and two exit options.

        (1)   Current Month (para 10.4.1).

        (2)   Next Month (See note on page 10-12).

        (3)   Exit the Random Surveillance Schedule - Month Selection Menu and return to the IFA Options Menu or system login screen.

    b. To access the Random Surveillance Schedule - Month Selection Menu from the IFA Options Menu, select the options in figure 10.4-1.
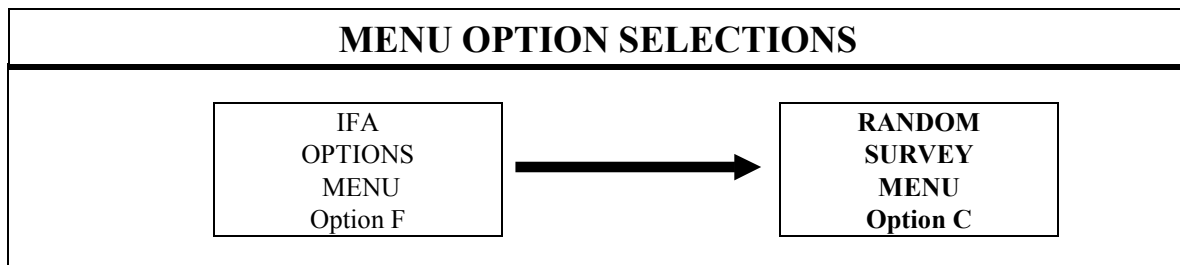
MENU OPTION SELECTIONS

IFA OPTIONS MENU Option F	→	RANDOM SURVEY MENU Option C

Figure 10.4-1. Random Surveillance Schedule - Month Selection Menu Selection.

   c.   The Random Surveillance Schedule - Month Selection Menu (fig. 10.4-2) is displayed.

```
RANDOM SURVEILLANCE SCHEDULE MONTH SELECTION MENU:  A B C R X
Print report for current month

DATE:  15 Aug 95          RANDOM SURVEILLANCE SCHEDULE              AJK-207
                            MONTH SELECTION MENU

--------------------------------------------- Press F8 for Help -------------

              OPTION CODE   RING MENU SELECTION OPTIONS

                  A         CURRENT MONTH

                  B         NEXT MONTH

                  R         RETURN TO IFA MENU

                  X         EXIT FROM IFA PROCESSING



   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.4-2. Random Surveillance Schedule - Month Selection Menu.

NOTE: Processing steps and screens are the same for options A and B. Paragraphs 10.4.1 thru 10.4.6 cover the processing steps for both. Figures 10.4-3 and 10.4-4 are examples for option A. To print survey schedules for next month, select B from this menu.

10.4.1 Current Month Process. Use this process to print a list of the random surveys scheduled for the current month.

10.4.2 Processing Restrictions. None.

10.4.3 Processing Materials. None.

10.4.4 Random Survey Sample Size Selection For Month of _____ Screen AJK-208. To print surveys scheduled for the current month, select A from the Random Surveillance Schedule - Month Selection Menu. The Random Survey Sample Size Selection for Month of _____ Screen (fig. 10.4-3) is displayed.

```
DATE:  15 Aug 95                                                AJK-208

                    RANDOM SURVEY SAMPLE SIZE SELECTION
                          FOR MONTH OF  AUG

CONTRACT NUMBER             TYPE SERVICE        LOT SIZE      SAMPLE SIZE

DABT60 - 90 - D - 0099    FULL FOOD              13              12
DABT60 - 92 - D - 0003    FULL FOOD              52              45
DABT60 - 92 - D - 0044    FULL FOOD              11              11
DABT60 - 93 - D - 0123    FULL FOOD              44              32
DABT60 - 93 - F - 1056    FULL FOOD              37              20
DABT60 - 93 - G - 0206    DINING FAC ATTENDANT   47              42
DABT60 - 94 - F - 0311    FULL FOOD              34              Û
DABT60 - 93 - F - 0406    FULL FOOD              26
DABT60 - 93 - F - 0221    FULL FOOD              39
DABT60 - 94 - H - 0222    MGMT AND FOOD PRODUCTION 37

Enter sample size
```

Figure 10.4-3.Random Survey Sample Size Selection for Month of ____ Screen (AJK-208) - CURRENT MONTH.

    a.   The contract number, type service facility, and lot size are displayed. The cursor is positioned in the SAMPLE SIZE field. The cursor stays in this field throughout processing.

b.   Using MIL-STD-105E, enter a sample size that corresponds with the lot size and inspection level and press [ESC]. Your sample size is the number of units that will be inspected out of the lot size.

NOTE: There are seven inspection levels to choose from. Use INSPECTION LEVEL II unless otherwise approved.

c.   When the size you enter is too large, a message is displayed showing the maximum number you can enter. The message **PROCESSING - PLEASE WAIT** is displayed while the survey data is gathered for that contract. When there is more than one contract number on file, the next one is displayed.

OR

d.   To skip a contract number or service type, press [ENTER] with no entry. The next contract number is displayed.

e.   When you finish your entries, press [ESC]. A message is displayed: **ENTER NUMBER OF COPIES (1 - 10) REQUIRED, AND PRESS <ENTER>:**

f.   Enter the number of copies you want and press [ENTER]. The Monthly COR/QAE Random Surveillance Schedule for Month of _____ Report (PCN AJK-GQ1) is printed. After the report is printed, a message is displayed: **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

g.   Press [ENTER] and the Random Survey Menu is displayed.

h.   To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 10.4.5 for processing instructions.

10.4.5 Interrupt Ring Menu. This ring menu (fig. 10.4-4) is displayed when you press [DELETE]. Use it to continue processing, start over, return to the Random Survey Menu, or exit processing.

```
INTERRUPT MENU:    A  B  R  X
Continue Processing
```

Figure 10.4-4. Interrupt Ring Menu.

    a.   Select A to continue processing and the cursor moves back to the last data entry field you complete.

    b.   Select B to start over and the first data entry screen you are working in is displayed.

    c.   Select R and the Random Survey Menu is displayed.

    d.   Select X and the system login screen is displayed.

10.4.6 Outputs.

    a.   The COR/QAE Random Surveillance Schedule For Month of ____ Report (PCN AJK-GQ1) is printed. See appendix C for an example of this report. All AFMIS reports used for contract operations become part of the contract file.

    b.   AR 25-400-2 lists the file numbers and retention periods for installation level Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

        (1)   File No. 715k, Contract Actions.

        (2)   Disposition: Destroy 6 years and 3 months after final payment.